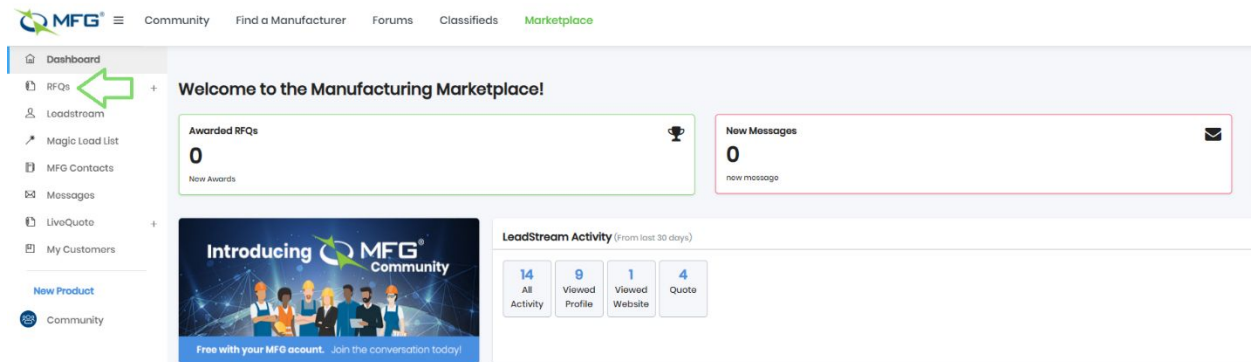


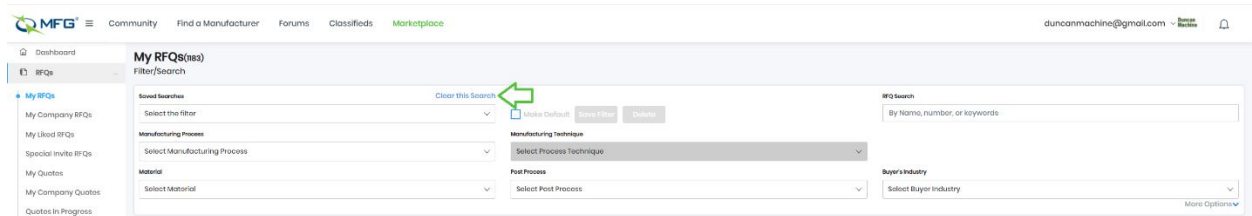


How to Create a Saved RFQ Search & Receive Daily Email Alerts for new RFQs

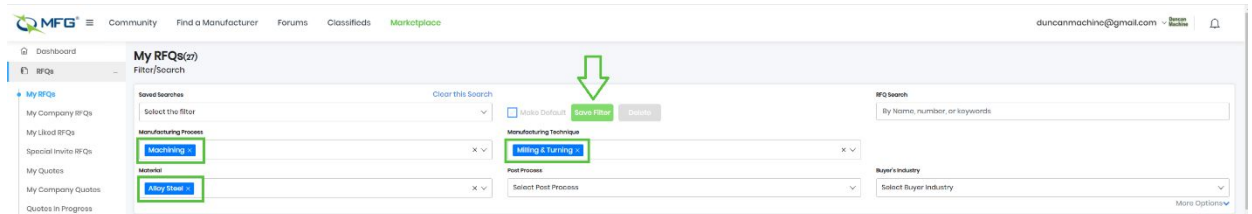
- 1) Go to MFG Dashboard and select RFQs.



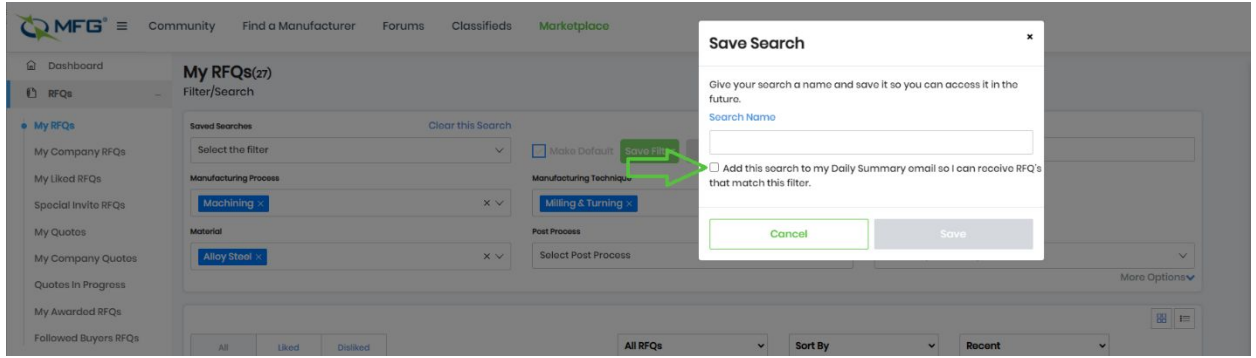
- 2) Next Select My RFQs which will open the My RFQs Search Menu. Select Clear this Search to reset all your search filters and start a new clean search.



- 3) Now you can build the search across various criteria from Manufacturing Processes, Materials, Post Processes, or even Buyer Industry. Moreover you can search RFQs by Name, Number or Keywords.
- 4) For our example we will select Machining, Milling & Turning, and Alloy Steel.



- 5) Once completing your search criteria, make sure to select Save Filter (to quickly access the same search again in the future).
- 6) In addition to saving the filter you will need to name your Save Search for easy referencing in the future. You will want to check the box to add the search to your Daily Summary email so you can get email alerts for newly posted RFQs meeting your search criteria.



7) Success! Your saved search is complete and you can quickly access it from Save Searches drop down.

